



Arnold Schwarzenegger, Governor
Sunni Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer
Job Opportunity

SEASONAL CLERK

Sacramento

The Department of Real Estate has an opening for a Seasonal Clerk in its Originals Section. The department is located at 2201 Broadway, Sacramento. This position is limited to 1500 hours.

Duties and Responsibilities of the position include:

- Sort money mail by received date, file suspense and match free mail with suspense and pull.
- Check voice mail for exam packet requests, and compile and mail exam packets.
- Complete incomplete fingerprint cards, count and send cards to the Department of Justice and request reprints from applicants as needed.
- Type refund authorizations.
- Other duties as required.

Required qualifications:

- Ability to process large amounts of work with speed.
- Dependable, reliable and good attendance.
- Ability to shift priorities to meet deadlines.
- Good interpersonal skills with the ability to work well with staff at all levels.
- Ability to follow specific oral and written directions.
- A self-starter who can work independently.

Desirable qualifications:

- Familiarity with personal computers.
- Keyboarding skills sufficient to type.
- Good alphabetizing/spelling skills.
- Ability to lift up to 20 lbs. as required.

Salary Range: \$1325 – 1514 per month

Priority consideration will be given to CalWORKS/TANF PARTICIPANTS. Applicants must file a State Application, Std. 678 and attach a verification of CalWORKS eligibility which may include the most recent Notice of Action showing TANF eligibility or a copy of their last aid check stub. Applicants are responsible for providing verification.

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0797 or CALNET 498-0797

For information on the position contact:

Carmen Jolly, SPT II
Licensing Originals Section
(916) 227-0948 or CALNET 498-0948

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>

Final Filing Date: OPEN UNTIL FILLED

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified invited to interview.